Chartered Institute of Ergonomics & Human Factors

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Creating a safe workplace during COVID-19

SEVEN KEY STEPS

1
Establish a COVID-19 response team

Appoint a senior leader to head the response team and bring together: Human Resources, Occupational Health, Facilities/buildings design, Health and Safety, Communications and staff representative groups.

2
Understand how the virus is transmitted

There are two main ways in which coronavirus can be spread:

> Contaminated surfaces
> Contaminated respiratory droplets

3
Carry out a risk assessment

Identify staff who are at risk, all hazardous situations, potential virus transmission locations, and what control measures are in place.

4
Engage staff

It is vitally important to communicate effectively with staff to understand and act on their issues and concerns.

5
Encourage behavioural change

Support staff to make behavioural changes that will act as barriers to transmission.

6
Implement risk control measures

Consider both proactive and reactive risk control measures when bringing people back to the workplace.

7
Monitor, review and learn

The risk assessments and measures that are introduced should be continuously reviewed.

Additional areas to consider:

Mental health and psychological wellbeing

Staff should have a clear pathway to communicate if they are feeling anxious.

Working from home

Working from home is likely to be a risk control measure for many businesses for the foreseeable future.

Video etiquette

Creating a clear pathway for people to communicate will keep employees less at risk of video conferencing fatigue.

Full guidance

For a more in-depth understanding, download and read the free guidance document or visit the website.

www.covid19.ergonomics.org.uk

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⬇ **Download guide**